



LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748
www.hivcommission-la.info

OPERATIONS COMMITTEE

MEETING AGENDA

Monday, May 23, 2016 | 10:00 am – 12:00 pm

Commission Offices
3530 Wilshire Boulevard, Suite 1140
Los Angeles, CA 90010

*All Committee Meetings Will Begin at Their Appointed Times;
Participants Should Make Every Effort to be Prompt and Ready.*

AGENDA ITEMS	MOTION(S)	Reporting/ Presenting Parties	TIMES SCHEDULED
1. Call to Order		K Stalter/T Winder, Co-Chairs	10:00am — 10:02am
2. Approval of Agenda	MOTION #1	Committee	10:02am — 10:05am
3. Approval of Meeting Minutes	MOTION #2	Committee	10:05am — 10:07am
4. Public Comment (Non-Agendized or Follow-Up)		Public	10:07am — 10:10am
5. Committee Comment (Non-Agendized or Follow-Up)		Commission Members/Staff	10:10am — 10:13am
6. Executive Director's Report		Cheryl A. Barrit, MPIA Executive Director	10:13am -- 10:20am
A SPA 1 Teleconference Site			
B County Mandatory Trainings			
7. Co-Chairs' Report		K Stalter/T Winder, Co-Chairs	10:20am — 10:45am
A Membership Reflectiveness and Representation			
(1) Survey Update			
8. Policies and Procedures		Committee	10:45am — 11:15am
A Policy # 09.4205: Commission Membership Evaluation and Nomination Process (revised)			
B Membership Application (revised)			

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AGENDA ITEMS	MOTION(S)	Reporting/ Presenting Parties	TIMES SCHEDULED
9. Membership Management		Committee	11:15am -- 11:30am
A Membership Drive			
(1) Commissioner Intent to Renew			
(2) Seat Vacancies			
(3) New/Renewing Applicant Interview Process			
a) List of Interview Questions			
b) Scoring Sheet(s)			
B Membership Applications			
(1) Pat Crosby – Representative, Board Office 4	MOTION #3		
(2) Derek Murray – City of West Hollywood Representative	MOTION #4		
C Recruitment			
(1) Membership Reflectiveness and Representation			
(2) Outreach Efforts			
a) SPA 1 Meet & Greet Update			
10. Training/Orientation		Committee	11:30am -- 11:55am
A Training/Orientation Schedule and Agenda			
B New Member Welcome Packet Development			
(1) Table of Contents			
(2) Glossary of Acronyms			
11. Next Steps		Committee	11:55am — 11:58am
A Task/Assignment Recap			
B Agenda Development for Next Meeting			
12. Announcements		Committee and Public	11:58am — 12:00pm
13. Adjournment		K Stalter/T Winder, Co-Chairs	12:00pm

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PROPOSED MOTION(s)/ACTION(s):

MOTION #1:	Approve the Agenda Order.
MOTION #2:	Approve the Operations Committee meeting minutes, as presented.
MOTION #3:	Approve Pat Crosby to the Representative, Board Office 4 seat, as presented.
MOTION #4:	Approve Derek Murray to the City of West Hollywood representative seat, as presented.

OPERATIONS COMMITTEE MEMBERS:

Kevin Stalter, <i>Co-Chair</i>	Terrell Winder, <i>Co-Chair</i>	Kevin Donnelly	Shawn Imitates Dog
Bridget Gordon	Anthony Mills, MD	Juan Rivera	Sabel Samone-Loreca/ <i>Danielle Campbell, MPH</i>
QUORUM:	5		

All agenda items are subject to action Public comment will be invited for each item

The Commission Offices are located in Metroplex Wilshire, one building west of the southwest corner of Wilshire and Normandie. Validated parking is available in the parking lot behind Metroplex, just south of Wilshire, on the west side of Normandie. Interpretation services for the hearing impaired and translation services for languages other than English are available free of charge upon request. To arrange for these services, or for additional information about this committee, please contact Dawn McClendon at (213) 639-6716 or dmccclendon@lachiv.org.

Servicios de interpretación para personas con impedimento auditivo y traducción para personas que no hablan Inglés están disponibles sin costo. Para pedir estos servicios, póngase en contacto con Dawn McClendon al (213) 738-2816 (teléfono), o por fax al (213) 637-4748, por lo menos cinco días antes de la junta.

NOTES on AGENDA SCHEDULING, TIMING, POSTED and ACTUAL TIMES, TIME ALLOTMENTS, and AGENDA ORDER

Because time allotments for discussions and decision-making regarding business before the Commission's standing committees cannot always be predicted precisely, posted times for items on the meeting agenda may vary significantly from either the actual time devoted to the item or the actual, ultimate order in which it was addressed on the agenda. Likewise, stakeholders may propose adjusting the order of various items at the commencement of the committee meeting (Approval of the Agenda), or times may be adjusted and/or modified, at the co-chairs' discretion, during the course of the meeting.

If a stakeholder is interested in joining the meeting to keep abreast of or participate in consideration of a specific agenda item, the Commission suggests that the stakeholder plan on attending the full meeting in case the agenda order is modified or timing of the items is altered. All Commission committees make every effort to place items that they are aware involve external stakeholders at the top of the agenda in order to address and resolve those issues more quickly and release visiting participants from the obligation of staying for the full meeting.

External stakeholders who would like to participate in the deliberation of discussion of an a posted agenda item, but who may only be able to attend for a short time during a limited window of opportunity, may call the Commission's Executive Director in advance of the meeting to see if the scheduled agenda order can be adjusted accordingly. Commission leadership and staff will make every effort to accommodate reasonable scheduling and timing requests—from members or other stakeholders—within the limitations and requirements of other possible constraints.